



CITY OF SAN JOSÉ, CALIFORNIA

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CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Dave Busse
Richard J. Giovannetti
Leon Louie

SYNOPSIS CIVIL SERVICE COMMISSION

TO ARRANGE AN ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CALL (408) 277-4429 OR (408) 998-5299 (TTY) AT LEAST 48 HOURS BEFORE THE MEETING.

**Agenda Closing 12:00 Noon Wednesday
Eight Days before Commission Meeting**

4:00 p.m. Council Chambers – Room 205 February 3, 2005

ORDER OF BUSINESS

ROLL CALL

Present: Commissioners Busse, Giovannetti, Hightower, Louie and Brill
Absent: None

ORDERS OF THE DAY UNANIMOUSLY ADOPTED

CONSENT CALENDAR UNANIMOUSLY ADOPTED

1. Information Only
 - a. Hiring Summary – Memorandum from Employee Services Department (ES) dated January 26, 2005 listing complaints about hiring issues and a summary of hiring activity for the period July 4, 2004 through January 1, 2005, was filed.
2. Minutes of December 2, 2004, December 15, 2004 and January 13, 2005 were approved.

END OF CONSENT CALENDAR

3. Hearings scheduled:

- a. The hearing of the appeal of demotion of Betty Keith, Recreation Superintendent (3129) was rescheduled for March 28 and 29, 2005 at 6:30 p.m. Hearings of January 3 and 4, 2005 canceled. Presiding Officer Hightower requested that a prehearing telephone conference be held one week prior to the hearing. (Hopper/Cohn)
 - b. The hearing of the appeal of suspension of James Reinhardt, Animal Services Officer (3252) was rescheduled for March 1 and 2, 2005 at 6:30 p.m. Hearing of January 24, 2005 canceled. Employee Relations stated a potential settlement is being pursued. Presiding Officer Hightower requested that the Commission be notified if a settlement is reached, and if not, a prehearing telephone conference should be held one week prior to the hearing. (Gurza/Reinhardt)
 - c. The hearing of the appeal of suspension of William Gonzales, Police Officer (2215) was rescheduled to May 2, 3 and 4, 2005 at 6:30 p.m. Hearings of January 31, February 1 and 2, 2005 canceled. Presiding Officer Hightower requested that a prehearing telephone conference be held one week prior to the hearing and that both counsels should be prepared to discuss their anticipated witnesses and exhibits. (Churchill/Luca)
 - d. The hearing of the appeal of dismissal of David Kravitz, Librarian II (6233) was continued to March 3, 2005 at the request of appellant's union representative, Linda Dittes. Written time waiver filed. (Dodson/Dittes)
 - e. The hearing of the appeal of dismissal of George J. Vail, Puppet Theatre Coordinator (PT) (6364) was continued to March 3, 2005. Last day to hear without waiver: 2/25/05. Presiding Officer Hightower requested Mr. Vail provide a written time waiver prior to February 25, 2005. (Fabela/Vail)
4. Memorandum from Assistant City Clerk Nancy Alford dated January 13, 2005 requesting funds for City Council Salary Setting Commission to update salary survey and provide for miscellaneous Commission expenses was approved.
5. Monthly verbal report of the Employment Oversight Committee (EOC). Proposed revisions to Employee Services Standard Operating Procedures for Hiring established March 5, 2003 was filed. Employee Services Senior Analyst Sarah Nunes briefly described the clarifying language added to Section 2.7, *Determine Internal or Open Recruitment*; changes to Appendix E, *Classifications Hired through Class-Based Recruitments*; and additions to Appendix I, *Open Recruitment List*.

ORAL PETITIONS

Commission Chair Brill reminded the Commissioners to complete their Form 700, Statement of Economic Interests, and forward to the Office of the City Clerk by April 1, 2005.

ADJOURNED at 4:28 p.m. to meet again on March 1, 2005 to hear the appeal of suspension of James Reinhardt, Animal Services Officer (3252). (Gurza/Reinhardt)